## **Code Complaint Form**

Please return this form to the Sausalito Community Development Department By Mail: 420 Litho Street, Sausalito, CA 94965 By Fax: (415) 339-2256

Name		Phone	-	
Date	E-	-Mail		
The above inform	nation will allow st	taff to contact the com	plainant with question	ns on the complaint.
Location of Al	leged Violation			
Address:		Owne	er	
APN (if known)	<del>-</del>			
		Please Circle C	<u>ne</u>	
Are you a:	Tenant	Neighbor	Landlord	Other
		the alleged violation tos) that will help in	n and attached any a the investigation.	additional
Public Records	Act, the person action be filed co	al/contact information	is subject to disclosu on of the complainar laint, all information	nt is confidential.
I verify that the	above statemer	its are true and acc	urate to the best of r	ny knowledge.
Signature				
Photos attache	d Y	es	No	

## The Purpose Of Code Enforcement

Code enforcement is a necessary part of the City's neighborhood preservation and enhancement program. Code violations may negatively affect the health, safety, welfare, and environment of the community, and reduce property values. The code enforcement program maintains the greater good of the community by gaining compliance with the Sausalito Municipal Code.

## The Code Enforcement Process

- 1. A Code Complaints Form may be submitted by mail or fax, or hand delivered to the Community Development Department located at City Hall
- 2. Upon receipt of a Code Complaint Form, staff reviews the information and may visit the subject property to assess the existing conditions.
- 3. If a code violation is confirmed, staff will notify the responsible person (e.g., owner and/or tenant of the subject property) by mail of the violation. The notification may be an optional Courtesy Notice or a mandatory Compliance Order as described below. If a Courtesy Notice is sent, the responsible person will be provided with a specified amount of time to contact the code enforcement staff and abate the violation.
- 4. If the violation is unresolved within the specified time allowed by the Courtesy Notice, a Compliance Order will be sent to the responsible person providing a minimum 10-day period to abate the violation. If the violation can be resolved through the issuance of a land use permit and/or building permit, the responsible party may be given the option to apply for a retroactive permit.
- 5. If the 10-day period lapses without the violation being resolved, an Administrative Citation may be issued with the incumbent fine.
- 6. In some cases the City may impose permit holds or other necessary actions, as determined by the Community Development Director and/or City Attorney.

BELOW THIS LINE FOR CITY STAFF USE ONLY	
Tracking Log	

Received By	Location of form /Comments	Date